

Section 14.1 PARAMS MENU

Personnel Data Overview

Purpose	This section provides an overview of the windows available to display, add, update, or delete personnel data information. These windows will provide the data for validation or reference purposes.	
Window Name	<div> <div> Union Code Hours Type Union Code Name Inquiry Comp/OT Authorization Data Collection Approver Deduction Code Default Work Schedule Dept/Agy/TKU Inquiry Employee Inquiry </div> <div> GPA Reason Code Inquiry GPA Type Code Inquiry Hours Types Non Employee Retirement Code Standard Distribution Mass Standard Distribution </div> </div> <p>The Organization Inquiry and Position Default Miles windows are Obsolete and will be removed in the future.</p>	
Reminders	<ol style="list-style-type: none"> 1. The Personnel Data windows are accessed through the <u>P</u>arams, <u>P</u>ersonnel Data items on the Menu bar. 2. Users are able to add, update, delete, and inquire on personnel data information based on their user security. The windows that allow users to update data are described below. <ul style="list-style-type: none"> ■ The Comp/OT Authorization window provides the functionality to track the amount of compensatory or overtime that has been authorized for an employee. The entries in comp overtime authorization are for employees who are eligible for compensation or overtime under FLSA (Fair Labor Standards Act) or approved by Civil Service for comp or overtime pay. This window may be used by agencies to track the amount of comp time or overtime that may be worked in total or per pay period. ■ Data Collection Approver window provides the functionality to assign employees to an approver. Agencies using the on-line approval process are required to define approvers. <p><i>Continued</i></p>	

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Reminders
(Continued)

- The **Default Work Schedule** window allows the user to add, update, delete, and inquire on employee default work schedules. Default work schedules are separate from the standard hours. Each TKU has the option to display the employee's default work schedule on the time entry window. This allows for more efficient time entry. Default work schedules also provide timekeepers the option to generate a timesheet reporting an employee's usual work schedule when time information has not been submitted by the reporting deadline specified.
 - The **Non Employee** window allows the user to add, update, delete, and inquire on non-employee information. A non-employee is someone who is working for the State of Michigan and records hours worked for the State. This person can be an employee who has not yet been added to the system, a volunteer, or a contractor.
 - The **Standard Distribution** window allows the user to update DCDS distribution data in order to override the Human Resource Management Network (HRMN) default distribution data.
 - The **Mass Standard Distribution** window allows the user to change distribution defaults for multiple employees.
3. The following are inquiry only windows.
- The **Union Code Hours Type** window allows the central control agency to specify hours types that are valid for specific bargaining units. This window is inquiry only for non-control agencies.
 - The **Union Code Name Inquiry** window allows the user to view bargaining unit information. Bargaining unit is assigned to the employee's classification and consists of a union code and unit code.

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Reminders (Continued)	<ul style="list-style-type: none">■ The Deduction Code window allows the central control agency to add, update, or delete deduction codes. This window is inquiry only for non-control agencies.■ The Dept/Agy/TKU Inquiry window allows the user to view the timekeeping units within a department and/or agency.■ The Employee Inquiry window allows the user to view employee information. It contains appointment, position, and hours balances.■ The GPA Reason Code Inquiry window allows the user to view Gross Pay Adjustment (GPA) reason codes and descriptions.■ The GPA Type Code Inquiry window allows the user to view GPA type codes and descriptions.■ The Hours Types window allows the user to view different types of hours for which time is recorded.■ The Retirement Code window allows the central control agency to change the description of a code. This window is inquiry only for non-control agencies.
References	No specific references

Main Menu

To display the Personnel Data menu, select the Params, Personnel Data menu items from the Menu bar.

